



JOB DESCRIPTION

Position Title: **Principal Analyst**

Working Title: **Management Services Coordinator**

Class Code: 4909

Exempt

EEO Code: 02

Effective Date: 2/11/98

Major Function

Professional work in the preparation, review, analysis and evaluation of management services studies.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Prepares management studies designed to improve administration, staffing and utilization, work methods, equipment utilization, replacement programs, physical facilities, and other projects and/or studies as directed.

Assists in the development of long-range programs and financial planning to increase the operating efficiency and effectiveness of various departments and divisions.

Coordinates performance measurements program and other special projects as assigned.

Prepares and makes oral and written presentations to the County Manager, department directors and/or the Board of County Commissioners. Participates on various committees as may be assigned by the department director.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Extensive knowledge of the law, regulations, and statutes related to local governments. Considerable knowledge of government auditing and management evaluation techniques. Knowledge of research techniques as applied to budgetary and management research. Knowledge of systems and operations analysis techniques.

Ability to analyze departmental operations and make recommendations for efficient and economic operating methods in the form of clear and comprehensive reports. Ability to present ideas clearly and concisely, both orally and in writing. Ability to identify and analyze significant trends from detailed financial records, management reports, and operations documents. Ability to establish and maintain effective working relationships with other staff and the general public. Ability to plan, coordinate and organize assigned work projects in an efficient manner. Ability to use a personal computer and associated software to accomplish assigned tasks.

Bachelor's Degree in Finance, Accounting, Industrial Engineering, Public or Business Administration or a closely related field and four years progressively responsible professional experience in management analysis. A Master's Degree in business Administration or Industrial Engineering is preferred. Excellent communication, interpersonal, and writing skills must be demonstrated.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.